

Board of Health Meeting Minutes

Monday – January 10, 2011

7:00pm

Lower Meeting Room

Town Hall

I. Roll Call and Determination of Quorum

The meeting, held in the lower meeting area of the Town Hall, began at approximately 7:05pm.

Present:

Ronald Cassidy, Chairman
Stephanie Duggan, Clerk
Holli Murray, Board Member
Kevin Sweet, Health Officer
Lisa Thuot, Board Member

II. Minutes & Signatures

- a. **Meeting Minutes** – The board reviewed and approved the December 13 Meeting Minutes.
- b. **Permits** – The Board reviewed and approved an annual Food Service Establishment Permit for Jam Time. The Board also reviewed and approved the annual Septic Hauler Permit renewals.

III. Old Business

- a. **Green Communities Committee** – Now a standing committee meeting on the second Thursday of every month. Mr. Sweet is serving as Chairman. Easy Energy presented at the last meeting.
- b. **FY12 Budget Process** – Mr. Sweet submitted the Health Department Budget for FY12 on January 4th. The budget was based on the requested 1% reduction with an understanding that more reductions could be requested going forward. The Town Administrator is reviewing all budgets and will meet with each department sometime over the next month. The annual budget meeting for all departments will be scheduled on a Saturday in mid-February at the library.

IV. Departmental Updates

- a. **Animal Control** – No update.
- b. **Food**
 - New High School Cafeteria Review – Meeting was held on January 5th to review design plans with all relevant departments and representatives from Crabtree McGrath Associates, food facility planners. Mr. Sweet is working on several initial issues/changes from a health department perspective. He is also working with Northside for service road dumpster access needs. It is hoped that an emergency generator will be included, but there are no definite plans to date.
 - Food/Tobacco Permit Renewal Process – All but three (Quarterdeck, Minuteman Seniors, Mike's Liquors) Food Permits have been successfully renewed for 2011. The health office has been in contact with the three establishments and all have agreed to submit paperwork and payment within the week. Summertime Seasonal Food Permit holders are permitted to submit paperwork and payment a few weeks prior to opening (i.e. Assabet Valley Little League & Maynard Booster Club).
 - LPM Holding Corp. (Currier & Chives) – Anonymous complaint was received for a cockroach infestation. Ms. Grossman performed a spontaneous inspection the next day and found no evidence of roaches at the facility.
 - McDonald's Re-Opening – Ms. Grossman successfully inspected the premises on December 24th and the facility officially opened on December 28th.
- c. **Housing**
 - Rooming House Inspections – Mr. Sweet, Chief Kulik, and Mr. Asmann performed annual Rooming House Inspections last week.
 - 1-2 Railroad Street – Utilizing Pure Heat for the bedbug infestation.
 - 37 Main Street – No issues.
 - 177 Main Street (above Blue Coyote) – A few small issues were noted by Chief Kulik.
 - 203 Main Street – No verdict has been handed down to date. An injunction was received to correct all violations if the court allows the tenant to stay.
 - 11 Percival Street – Mr. Sweet sent the owner an order letter, but he could not contact the tenant to gain access to the unit for re-inspection. MPD was called to perform a well-being check and the unit appeared to be abandoned; therefore nullifying the order letter.
 - 10 Oak Ridge Drive – A message was left with the owner to see if corrections have been made.
 - 7 High Street – Violations were noted at inspection and an order letter will be mailed this week.
- d. **ECS**

- Contract & Staffing – After several phone messages to ECS, Mr. Sweet was notified that Erik Kaatz, the new contact who replaced Jennifer Rauch, has also left the company. Kelly Hirstack, Branch Manager of the regional office notified Mr. Sweet that Gregory Vorbach is the new project manager for Maynard's contract. During the transition, the ECS contract expired, but monitoring is still being done during the renewal process. The renewal will provide for up to a 2-year extension, provided the cost doesn't change.
- Quarterly Report – Methane exceedances are still occurring, and DEP is being consulted regarding DDT testing in the surface water as well as the solar fan installation on the trench.
- 141 Hemlock Alarm – The methane alarm at 141 Hemlock, Unit #1 was tripped again over the weekend. A technician was called to test the unit and found no problems.

e. Solid Waste/Recycling

- Sticker Tags Transition – The health department has depleted the supply of round solid waste stickers and has completely transitioned to the new sticker tags. Feedback from sales establishments has been very positive with regard to ease of selling the tag sheets rather than the old sticker rolls.

f. MRC/LEPC

- FEMA Bunker – No third meeting has been scheduled and no written agreement has been prepared to date. Once a written agreement is approved, it will be added to the EDS Plan.

V. New Business

- a. North Central-Franklin County Tobacco Control Alliance* – Joan Hamlett, Maynard's alliance contact, was unable to attend tonight's meeting and has re-scheduled to attend the February meeting.

VI. Adjournment

* A motion was made and seconded to adjourn the meeting at approximately 8:30pm. **Motion carried unanimously.** The Board's next meeting is scheduled for:

- *Monday, February 14, 2011 at 7:00pm*

Signed this 14th day of February, in the year Two Thousand Eleven:

Ronald Cassidy, Chairman

Holli Murray, Member

Lisa Thuot, Member

Respectfully submitted by:
Stephanie Duggan, Clerk
Board of Health